

Training-5 file
2 December 1953 *Duc*

MEMORANDUM FOR: Assistant Directors

SUBJECT: Harvard University ADVANCED MANAGEMENT PROGRAM

1. The Training Program. The 25th session of the Advanced Management Program at the Harvard University Graduate School of Business Administration will start on 24 February 1954 and continue until 21 May 1954. Applications must be in OTR by 7 December 1953. The classes consist of about 150 men from industry, commerce, government, and the Armed Services. The average age of members is 43 and the average business experience is 15-20 years. Classes are conducted six days a week with wide use of special research studies and case histories of actual business situations. The formal study program covers: (1) Business Policy, (2) Administrative Practices, (3) Business and the American Society, (4) Cost and Financial Administration, (5) Marketing Management, and (6) Problems in Business Relations.

2. Agency Training Objective. This program is considered effective in preparing highly qualified Agency employees for advancement into positions of executive responsibility.

3. Criteria for Selection. The Office of Training will consider for nomination to the course candidates of grades GS-15 to 18, whose Agency position is equivalent to a Division Chief or higher, with supervising, organizing, and management planning responsibilities. The Harvard Graduate School has not assigned a specific quota to the Agency but will entertain one or two applications on the recommendation of the Office of Training to be considered in competition with applications from industry, etc.

4. Procedures for Application

a) Any individual who believes himself qualified to utilize this training for the benefit of the Agency may submit an application to the Director of Training thru his Office head. Applications should be prepared and transmitted in accordance with CIA Regulation [REDACTED] and should reach the Office of Training not later than 7 December 1953.

b) Because of the exceptionally high caliber of the course, it is important that a convincing justification by the applicant be included in each application, indicating clearly that:

- (1) The applicant will be qualified for more important usefulness to the Agency as a result of this training.
- (2) The applicant is qualified on the basis of past training and experience to meet the high standards set for participation.

c) Each application should be accompanied by a Harvard University application form fully filled out; copies may be obtained from the Chief, Programs Division, OTR, 2129 Eye Bldg. [REDACTED] University's announcement of the program is also available there for inspection. Selection of candidate(s) to be nominated will be made by the CIA Career Service Board.

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	Reclassified	<input type="checkbox"/>	
	Class. Changed To:		28 NOV 1978
	Auth:	HR 70-2	
	Date:	28 NOV 1978	

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